

SECRET

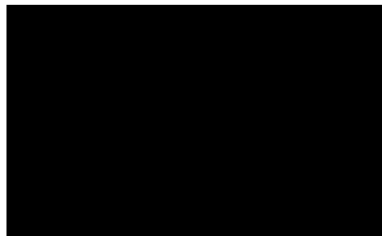
Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

28 October 1955

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Minutes of 26 October 1955 Meeting

25X1A 1. The CIA Incentive Awards Committee met on Wednesday, 26 October 1955 at 2:30 P.M. in Room 242, Curie Hall with the Chairman presiding. The following members were present:



Personnel (alternate)
DD/P
Training
Logistics
DD/I
Communications
MS--Incentive Awards Staff

25X1A

 is the new Committee member from DD/P replacing

2. The Committee approved the adoption of the Employee Suggestions listed below and recommended awards in the amounts shown:

<u>Suggestion No.</u>	<u>Award</u>
685	\$ 10.00
929	20.00
1230	15.00
1243	15.00
1310	10.00
1344	20.00
1424	10.00
1637	10.00
1656	10.00
1720	50.00
1728	20.00
1789	10.00
1900	10.00
1913	Commendatory Letter
1730	Commendatory Letter
1259	40.00

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

SECRET

SECRET

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

3. The Committee suggested deferment of the following suggestions to a later meeting in order to allow further follow-up:

1650 - Deferred for further review by the Incentive Awards Staff to determine if an award could also be given to [REDACTED].

1834 - [REDACTED] requested that this be deferred in order that he may discuss it further with [REDACTED]

1611 - Deferred in order that Incentive Awards Staff may determine from RCS/MS the actual value of the suggestion.

4. The Committee approved the recommendation of the evaluating Offices for non-adoption of the following Employee Suggestions:

1075	1285	1377
1255	1299	1379
1262	1305	1070

5. The Chairman briefed the Committee on the presentation ceremony at which the Director presented 4 Performance Awards totaling \$3,000 in his office on 18 October 1955.

6. The Chairman presented to the Committee the verbal recommendation by [REDACTED] Deputy Chief, Insurance and Casualty Division, Office of Personnel, that the Insurance and Casualty Division personnel be given a Group Award for performance of duty. He further stated that this recommendation had the wholehearted approval of Mr. [REDACTED], Chief of the Insurance and Casualty Division. The Committee authorized granting a group award and appropriate certificate signed by the Director to the ICD, OP.

7. The Chairman reported that at his request Col. L. K. White had discussed at the last DD/S Staff Meeting the need for more prompt and thorough evaluations of employee suggestions. [REDACTED] noted that his office had put a two weeks suspense date on all evaluations. [REDACTED] moved that a two weeks suspense date be put on all evaluations by the Incentive Awards Staff. After some discussion, it was decided by the Committee that the two weeks suspense date system would be initiated by the Incentive Awards Staff. In the event an office determined that it would need more time for evaluations, the Incentive Awards Staff should be notified by the evaluating office.

8. [REDACTED] discussed the need for better evaluations, citing examples of what they considered to be inadequate and perhaps misunderstood evaluations.

9. [REDACTED] proposed that certain suggestions be weeded out by the Incentive Awards Staff, because he felt some suggestions did not

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

SECRET

SECRET

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

25X1A warrant the time necessary for consideration by the evaluating offices. General discussion of this recommendation took place, in which it was pointed out by the Incentive Awards Secretary that a change of Regulation [REDACTED] would be necessary to allow this type of system. The Chairman stated that he would discuss this further with the Incentive Awards Officers.

10. Chairman informed the Committee that

- a. Chairman and IAC Officers are to attend a meeting on Governmentwide IA Program at Civil Service Commission (limited to 3 from CIA).
- b. He was sending the Incentive Awards Secretary to the National Association of Suggestion Systems Convention at Cincinnati, 31 October and 1 November.

25X1A 11. A question was posed by [REDACTED] as to whether the Incentive Awards Staff should screen more closely the evaluations which are sent out on "Round Robin". Along with this, the Executive Secretary stated that only a majority of a quorum (3) was necessary for final action on a suggestion. The above points were considered to be a part of the overall evaluation problem which is to be discussed by the Chairman and the Incentive Awards Officers.

12. The Meeting was adjourned at 4:15 P.M.

[REDACTED]
Executive Secretary
Incentive Awards Committee

25X1A

APPROVED:

[REDACTED] *Nov. '55*

Chairman, Incentive Awards Committee

Date: NOV 1 - 1955

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200060009-0

SECRET